



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN  
NAVAL AIR STATION  
101 FULLER ROAD SUITE 270  
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1050.1NN  
N1  
4 Dec 15

### TRAINING SQUADRON SEVEN INSTRUCTION 1050.1NN

From: Commanding Officer, Training Squadron SEVEN (VT-7)

Subj: LEAVE AND LIBERTY PROCEDURES

Ref: (a) MILPERSMAN 1050 series  
(b) NAVADMIN 026/13

Encl: (1) Leave Request/Authorization  
(2) Special Request/Authorization

1. Purpose. To establish basic requirements and procedures for the administration of regular and emergency leave for military personnel per reference (a).

2. Cancellation. TRARONSEVENINST 1050.1MM

3. Policy.

a. General

(1) Regular Leave. Per reference (a), regular leave shall be granted to the maximum extent possible without adversely affecting mission accomplishment. Per reference (b), an individual's accrued leave may not exceed 60 days at the beginning of each fiscal year. Special holiday leave provisions will be administered during the December/January period.

(2) Emergency Leave. Emergency leave shall be granted as soon as possible when applicable circumstances arise. The Commanding Officer (CO) may approve requests for up to 30 days. Requests in excess of 30 days shall be handled in accordance with reference (a).

(3) Convalescent (Sick) Leave. Convalescent leave will normally be approved for the length of time recommended by a military medical authority.

(4) Terminal (Separation) Leave. Requests for terminal leave shall be submitted within 30 days of approval of an officer's resignation or retirement. Once terminal leave dates have been approved they should not be changed if at all possible, but in no case will dates be changed within six weeks of commencement.

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b. Disciplinary Status Personnel. Personnel who have disciplinary action pending will not be authorized leave until the disciplinary action has been completed. Emergency leave for personnel in a disciplinary status may be authorized by the CO on a case-by-case basis.

c. Leave Routing Process. All aircrew shall snivel in TIMS for the period of their leave request and adhere to the appropriate procedure as follows:

(1) Navy staff officers. Navy staff officers shall route a paper leave request [enclosure (1)] to the Executive Officer (XO) via the senior watch officer, operations department, and their department head. The Administrative Officer will sign as the department head for all staff not explicitly assigned to department [e.g., for Instructors Under Training (IUTs)]. The CO/XO Secretary will log approved paper leave requests into the Navy E-Leave Application, apply a leave control number to the paper request, and place the paper request in the officer's ready room mailbox.

(2) Marine staff officers. Marine staff officers shall route a paper leave request to the XO via the senior watch officer and their department head and enter their leave details into the Marine OnLine (MOL) application for proper accounting. The Administrative Officer will sign as the department head for all staff not explicitly assigned to department (e.g., for IUTs). The CO/XO Secretary will place approved paper requests in the officer's ready room mailbox and provide a copy to the senior Marine for accounting in MOL.

(3) International Military Training (IMT) staff officers. IMT staff officers shall route a paper leave request through the Operations Officer to the XO.

(4) Navy students. Navy students shall verbally notify their Class Advisor of any request to take leave and generate their request in the Navy E-Leave Application. Reviewing authority for student leave may be any one of the following: Class Advisor, Assistant Student Control Officer, or Student Control Officer. Class Advisors will advise students requesting leave regarding which single person from the foregoing list to designate as the reviewer/watch coordinator. Approving authority for student leave may be either the Operations Officer or Assistant Operations Officer. Class Advisors will advise students requesting leave regarding whom, based on availability, to select as the approval authority.

(5) Marine/IMT students. Marine and IMT students shall follow the procedure outlined in the preceding paragraph using a paper leave request. Marine students shall additionally enter their leave details into MOL. The Operations Officer or Assistant Operations Officer will provide a copy of approved Marine student leave requests to the senior Marine for accounting in MOL and will provide a copy of approved IMT student leave requests to the International Training Officer.

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d. Leave Approving Authority.

(1) The XO will approve leave for all Navy, Marine, and IMT staff officers. The CO will approve leave when the XO is unavailable. Additionally, the XO will approve out-of-continental U.S. regular leave for all Navy, Marine, and IMT students.

(2) The Operations Officer will approve regular leave within the continental U.S. for all Navy, Marine, and IMT students. The Assistant Operations Officer will approve leave when the Operations Officer is unavailable.

(3) With proper authorization, the Command Leave Administrator (CLA) may approve leave requests in the absence of any other approval authority.

e. Emergency Leave. During normal working hours, emergency leave requests will be approved through the individuals identified in paragraph d above. During non-working hours, the Operations Duty Officer (ODO) may approve emergency requests with authorization from the appropriate approving authority.

f. Terminal Leave. Terminal leave will be approved solely by the CO.

g. Leave Extensions. Regular and emergency leave may be extended by the approving authority. Terminal leave may not be extended under any circumstances. During non-working hours, the ODO may approve leave extension requests with authorization from the appropriate approving authority. Prior to extending any leave, the approving authority shall ensure that the extension will not create a conflict with any approved duty schedule.

h. Leave Curtailment/Cancellation. Individuals who do not use part or all of a previously approved leave request shall notify the CLA (Navy), Senior Marine, or International Training Officer as appropriate for proper accounting.

h. Civilian Employees. Civilian employees shall utilize SLDCADA to request leave. All leave will be approved by first line supervisor. The XO or CO will approve leave requests if the supervisor is unavailable.

4. Liberty.

a. Regular liberty is normally authorized from the end of the last duty on the first day to the beginning of the first duty on the next workday (i.e., following a weekend and/or federal holiday).

b. Per reference (a), special liberty may be granted by the CO up to a maximum of four consecutive days inclusive of weekend days and holidays. Requests for special liberty outside of normal command authorized periods shall be routed per enclosure (2) via the same reviewer(s)/approver(s) as an individual would use for a leave request.

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c. The specified geographical limits for liberty shall be defined by a 200 mile radius centered on Naval Air Station Meridian. Although beyond the 200 mile limit, the following cities are included as authorized destinations for liberty due to major highway access from Meridian: Atlanta, GA and New Orleans, LA. Requests for liberty outside these prescribed geographical limits shall be routed per enclosure (2).

d. Per reference (a), when any liberty period is combined with leave, the individual(s) must be physically present at the home station (i.e., within the liberty limits) when departing and returning from leave. If the service member wishes to leave the home station and not return prior to checking out on leave, then the entire period of leave and liberty will be charged as leave.

  
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